

APPENDIX E-TRAVEL

NREL APPROVED CONSULTANT/LABOR HOUR SUBCONTRACTOR TRAVEL POLICIES

DEFINITIONS: The terms "consultant" under a "consultant agreement" and "subcontractor" under a "labor hour and expenses subcontract" are synonymous for the purposes of this document. Similarly, the terms "consultant agreement" or "agreement" and "subcontract" or "labor hour and expenses subcontract" are synonymous for purposes of this document.

The consultant/subcontractor shall be reimbursed for all travel authorized by the consultant/subcontractor agreement in accordance with the following:

A. LOCAL AREA TRAVEL

1. Local area travel is defined as a directed or authorized trip on NREL business less than fifty (50) miles one way from the NREL site, the consultant/subcontractor's place of residence, or the consultant/subcontractor's place of business; normally completed within one (1) day or less; and includes consecutive day trips to attend conferences and meetings lasting more than one (1) day. However, consultant/subcontractors whose residences are located within the Denver Metropolitan Area including Boulder, Colorado, will not be reimbursed for travel or meals to perform work at NREL.
2. Consultant/subcontractors may be reimbursed for actual cost of local travel by bus, train, taxi or other public transportation.
3. Travel by private automobile may be reimbursed at **\$0.365** per mile actually traveled via the most direct route, plus the actual cost of parking and toll fees.
4. Consultant/subcontractors are not normally reimbursed for meals on local travel. Consultant/subcontractors may be reimbursed for the actual cost of meals only if a luncheon or dinner is arranged by the conference or seminar sponsor as an integral part of the function and the cost of the meals is not included in the registration fee.
5. Lodging costs are not reimbursable for local travel.

B. DOMESTIC TRAVEL

1. Domestic travel is defined as any travel within the United States of America, its territories and possessions. It shall include trips to destinations of fifty (50) miles or more distance from the consultant/subcontractor's residence or place of business or from NREL, and of anticipated duration of ninety (90) days or less.
2. **Transportation:**
 - a. **Airline** - Coach class air fare. Original receipts are required. First class air fare shall not be reimbursed except when less than first class accommodations are not reasonably available to meet mission requirements, such as, where less than first class accommodations would:

- (1) Require circuitous routing.
- (2) Require travel during unreasonable hours.
- (3) Greatly increase the duration of the flight.
- (4) Result in additional costs which would offset the transportation savings.

If first class air fare is used, written justification must accompany the Travel Expense Invoice.

- b. **Railroad** - First Class and Pullman fare not to exceed total cost of coach class air fare. Original receipts are required.
- c. **Cab and/or limousine** - Actual costs.
- d. **Personal Automobile Mileage** - At the rate of **\$0.365** per mile, not to exceed the total costs of coach class air fare. No extra fee or subsistence shall be paid due to driving.
- e. **Car Rentals** - Actual costs supported by original receipts. Compact cars should be rented. Personal usage expense shall not be reimbursed by NREL.

3. **Lodging:**

- a. Actual costs of hotel/motel accommodations, which should follow as closely as possible, the Federal Travel Regulations for the area. Moderate accommodations are expected to be selected. Original receipts are required and per diem amounts should not exceed those listed in the Federal Travel Regulations (on the internet) per diem rates or as otherwise noted.
- b. Written justification must accompany the Travel Expense Invoice when these limits are exceeded. Reasons included might be:
 - (1) Transportation offset.
 - (2) No other accommodations available.

4. **Meals:**

A per diem allowance in lieu of actual expenses for meals and incidental expenses (tips, personal luggage handling fees, and small miscellaneous travel expenses) shall be paid for any trip exceeding ten (10) hours and for which the one way distance is fifty (50) miles or more. The departure date for the per diem is 3/4 times the listed rate in the Federal Travel Regulations for the city you are departing for, regardless of time. The return date rate is 3/4 times the listed daily rate in the Federal Travel Regulations for the city you are returning from, regardless of return time. Areas not listed will be determined by NREL in-house travel policies.

5. Other expenses such as airport parking fees, business related valet and laundry services (reimbursed for laundry service expense is limited to trips exceeding six (6) days and shall not exceed \$10.00 for each consecutive seven (7) day period) - actual expenses shall be supported by original receipts.

6. **Communication:**

A consultant/subcontractor is reimbursed actual expenses for necessary local and long distance business calls. Personal long distance calls of reasonable length to the consultant/subcontractor's home are not to exceed \$4.00 per day while the consultant/subcontractor is on travel. Insofar as possible, all calls should be charged to the motel/hotel bill. Original receipts are required.

7. Refunds and credits received by consultant/subcontractors shall be returned to NREL. For example:

The costs of meals included as a portion of a conference or seminar registration fee that is paid by NREL must be deducted from the total per diem amount claimed for meals by the consultant/subcontractor on the Travel Expense Invoice.

8. **Lodging with Friends or Relatives:**

a. There are times when a consultant/subcontractor is traveling where lodging and/or food may be provided by friends or relatives. In many of these situations it is expected that the consultant/subcontractor may still incur an expense when he/she provides the host/hostess with a gift supportive of his/her stay at their residence. NREL shall reimburse the consultant/subcontractor for this expense provided:

- (1) The amount of reimbursement does not exceed \$25 per one day stay or \$40 for stays of two or more days per city or area traveled to on each trip.
- (2) Consultant/subcontractors who claim this reimbursement shall not be entitled to lodging expenses for each day involved in the stay. Consultant/subcontractors are entitled to regular meal allowances for these days.

b. Consultant/subcontractors who use this provision should place an asterisk by the amount claimed for lodging on the Travel Expense Invoice and in the "explanation" section enter the notation "stayed with friends" or "stayed with relatives" and the date(s) of the stay. Receipts are not required.

9. **No Direct Billing to NREL:**

The consultant/subcontractor shall not request or make arrangements for anyone to bill NREL directly for any costs incurred.

10. **Documentation of Expenses:**

a. Reimbursable expenses except meals must be itemized on the Travel Expense Invoice on a daily basis, commencing the first day of each invoicing period. A per diem allowance for meals must be calculated by time of departure and completion of trip by the consultant/subcontractor. Such trips shall be deemed to have commenced when the consultant/subcontractor leaves NREL or his/her place of residence or place of business for the purpose of fulfilling the trip assignment and shall continue until he/she returned to NREL or the place of residence or business. The invoice must be sufficiently documented and supporting original receipts attached.

Mandatory original receipts include:

- (1) Airline, railroad and bus tickets.
 - (2) Lodging.
 - (3) Car rental contracts.
 - (4) Single expenditures exceeding \$75.00.
 - (5) All other receipts specifically identified under domestic travel regulations in this Appendix.
- b. It is imperative that the purpose of a trip be completely documented and explained to justify the reimbursement and allowability of the cost.
- c. In the event the mandatory original receipts specified in (a.) above are not available, the consultant/subcontractor shall supply a copy of the receipts with a certification that the original receipts are required for its accounting system and that all expenses billed to NREL related to this trip were incurred in the performance of this consultant/subcontractor agreement are only being charged to NREL and that there is no duplication of billing for this trip. The certification to be provided shall be signed by the consultant/subcontractor and acceptable language for this certification is as follows:

"It is hereby certified that the original receipts for the expenses being billed hereunder are required for the consultant/subcontractor's accounting system; and that all expenses billed under this consultant/subcontractor agreement are allocable to the work performed thereunder and are not duplicated under any other project performed by this consultant/subcontractor."

Consultant/Subcontractor's Name

Signature of Consultant/subcontractor or
Authorized Official of Consultant/Subcontractor

Date

C. FOREIGN TRAVEL

Foreign travel is defined as approved travel from the United States of America, and the territories and possessions of the United States, to a foreign country and return.

Unless the consultant/subcontractor agreement specifically requires foreign travel, the consultant/subcontractor shall not be reimbursed for any such travel. If foreign travel is necessary in furtherance of a consultant/subcontractor agreement effort, said travel shall require prior DOE and NREL Contracts and Business Services approval. The consultant/subcontractor shall be subject to all rules, regulations and stipulations that govern regular NREL staff involved in foreign travel.